

Service Update Actions:

SP Select Patient	RC Receive	CM Add Comment	DD Detailed Display
CV Change View ...	FR Forward	CT Complete/Update	RT Results Display
AD Add New Orders	CX Cancel (Deny)	MA Make Addendum	PF Print Form 513
	DC Discontinue	SF Sig Findings	

Review Only Actions:

SP Select Patient	DD Detailed Display	PF Print Form 513
CV Change View ...	RT Results Display	

List Manager Navigation

+	Next Screen	<	Shift View to Left	PS	Print Screen
-	Previous Screen	FS	First Screen	PL	Print List
UP	Up a Line	LS	Last Screen	SL	Search List
DN	Down a Line	GO	Go to Page	ADPL	Auto Display(On/Off)
>	Shift View to Right	RD	Re Display Screen	Q	Quit

SCREEN EDITOR - VA FILEMAN Key Sequences

Navigation

Incremental movement	Arrow keys	
One word left	<Ctrl-J>	
One word left and right	<Ctrl-R>, <Ctrl-L>	On some keyboards,
Next tab stop to right	<Tab>	PF1 may be F1
Beginning of line	<PF1><PF1><Left>	or another key.
End of line	<PF1><PF1><Right>	
Screen up	<PF1><Up>	
Screen down	<PF1><Down>	
Top or bottom of document	<PF1>T and <PF1>B	
Go to a specific location	<PF1>G	
Find text	<PF1>F or <Find>	
Find next occurrence	<PF1>N	
Find/Replace text	<PF1>P	

Deleting

Character before cursor	<Backspace>
Character at cursor	<PF4> or <Delete>
To end of word	<Ctrl-W>
To end of line	<PF1><PF2>
Entire line	<PF1>D

Exit/Save Text Editing

Exit text editing	<PF1>
Quit without saving	<PF1>Q
Save without exiting	<PF1>S

Editing

Select (Mark) text	<PF1>M at beg. & end
Unselect (Unmark) text	<PF1><PF1>M
Delete selected text	<Delete> or <Backspace>
Cut and save to buffer	<PF1>X on selected text
Copy	<PF1>C on selected text
Paste from buffer	<PF1>V
Move text to new location	<PF1>X at new location
Copy text to new location	<PF1>C at new location
Join line to next line	<PF1>J
Reformat paragraph	<PF1>R

Consult Order Status

Abbr	Name	Comment
a	ACTIVE	Represented as " " (blank) in 2.5
c	COMPLETE	
dc	DISCONTINUE	Included the Deny action in 2.5
p	PENDING	
pr	PARTIAL RESULTS	Called Incomplete Rpt in 2.5
x	CANCELLED	Includes Cancel(Deny) action in 3.0



Consults

List Manager Version

Consult/Request Tracking package V. 3.0 improves the quality of patient care by:

1. Interfacing with CPRS to provide an efficient mechanism for clinicians to order consults and procedure requests.
2. Providing consulting services with the ability to update and track the progress of a consult/procedure request from the point of receipt through its final resolution.
3. Providing results reporting that includes medicine procedure results, doctor's notes, and comments entered during the tracking process.

See our web page at:

www.vista.med.va.gov/softserv/clin_broad/consults/

Department of Veterans Affairs
Technical Services

Computerized Patient Record System Product Line

How do I ORDER a consult?

1. Select Order Entry (OE) from you menu and then select a patient.
2. Select the Chart Contents (CC) action from the bottom of the Cover Sheet screen.
3. Select the Consult action at the bottom of the Chart Contents screen. Then select NW (New Order) and the following prompts appear:

```
Consult      Procedure
Order new: CON   Consult
Delay release of these orders? NO// <Enter>
Consult to Service/Specialty: PUL   PULMONARY   PULMONARY
Reason for Request:
  1>Pt has trouble breathing.
  2><Enter>
EDIT Option: <Enter>
Category: INPATIENT// <Enter>
Urgency: ROUTINE// <Enter>
Place of Consultation: Bedside// <Enter>
Attention: <Enter>
Provisional Diagnosis: Emphysema
-----
Consult to Service/Specialty: PULMONARY
Reason for Request: Pt has trouble breathing.
Category: INPATIENT
Urgency: ROUTINE
Place of Consultation: Bedside
Provisional Diagnosis: Emphysema
-----
(P)lace, (E)dit, or (C)ancel this order? PLACE// <Enter>
... order placed.
Add another Consult order? NO// <Enter>
```

4. Select a new patient (SP) or exit (Q).
5. If you have signature privileges, you are prompted to sign the order(s).

How do I COMPLETE a consult?

1. Select Consult Service tracking (CS) from your menu.
2. Select the Complete (CT) action from the bottom of the screen.
3. The following prompts appear:

```
Select TITLE: CARDIOLOGY CS CONSULTS      TITLE
Creating new progress note...
Patient Location: 8E
Date/time of Admission: 03/07/98 10:55
Date/time of Note: NOW
Author of Note: SNOW,CHARLES R.
...OK? YES// <Enter>
Calling text editor, please wait...
  1>Pt is recovering nicely.
  2><Enter>
EDIT Option: <Enter>
Saving CARDIOLOGY CS CONSULT with changes...
Enter your Current Signature Code: <Sign> SIGNATURE VERIFIED..
Print this note? No// <Enter> NO
CHOOSE No. 1-13: 1
```

Text typed into the examples is in bold.

Sample SF 513

MEDICAL RECORD		CONSULTATION SHEET	
Consult Request: Consult		Consult No.: 1041	
To: PULMONARY		Requested: 06/11/1998 09:38am	
From: 8E REHAB MED		ATTENTION: MAC LEAN,MARGARET	
Requesting Facility: REGION 5		Care Team: GENMEDCLINICGREEN	
REASON FOR REQUEST: (Complaints and findings) Pt has trouble breathing.			
PROVISIONAL DIAG: Emphysema			
REQUESTED BY: (Pager: 4038) SNOW,CHARLES R. MD		PLACE: Bedside	URGENCY: Routine
C H A R T C O P Y ***** Significant Findings *****			
CONSULTATION NOTE #4001 FOR PULMONARY CS CONSULT			
Pt was seen and was: Barrel chested, moderate wheezing, appears in moderate discomfort, is using accessory muscles to breath.			
Suggest home oxygen 2 liters by nasal cannula. Add steroid inhalers to baseline bronchodilator therapy.			
Results Signature: MARGARET MAC LEAN /es/ 06/25/1998 10:28am MARGARET A. MAC LEAN			
Results CoSignature: Russell J. Jones, MD /es/ 07/13/1998 09:18am Russell J. Jones, MD			
(Significant Findings Update Comment) Entered by: CASEY,BEN, MD - 06/17/1998 10:20am Pulmonary Function Test consistent with moderate to severe emphysema.			
SIGNATURE & TITLE: MARGARET MAC LEAN /es/ MARGARET A. MAC LEAN		DATE: 06/25/1998 10:28am	
ID #:	ORGANIZATION: REGION 5	REG #:	LOC: 8E
HOOD,ROBIN MILITARY RETIREE 603-04-2591P 04/25/1931		CONSULTATION SHEET Standard Form 513 (Rev 9-77)	
QUAIL CREEK APT #21 50 N. HIPPOPOTAMUS LANE NE QUADRANT BOSTON MASSACHUSETTS 82115		Phone: 102-335-5677	